ROLODEX®
ELECTRONICS

RT-8212/
RT-8214

User's Guide

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Notice

The manufacturer strongly recommends that separate, permanent written records be kept of all important data. Data may be lost or altered in virtually any electronic memory product under certain circumstances. Therefore, the manufacturer assumes no responsibility for data lost or otherwise rendered unusable whether as a result of improper use, repairs, defects, battery replacement, use after the specified battery life has expired, or any other cause.

The manufacturer assumes no responsibility, directly or indirectly, for financial losses or claims from third parties resulting from the use of this product and any of its functions, such as stolen credit card numbers, the loss or alteration of stored data, etc.

The information provided in this manual is subject to change without notice.

Cautions

- Do not carry the device in the back pocket of your slacks or trousers.
- Do not drop the device or apply excessive force to it.
- Do not subject the device to extreme temperatures.
- Clean only with a soft, dry cloth.
- Since this product is not waterproof, do not use it or store it where fluids can splash onto it. Raindrops, water spray, juice, coffee, steam, perspiration, etc. will also cause the device to malfunction.

Getting Started

The first time you use this device, you should perform a system reset. **Warning!** Pressing the reset button with more than light pressure may permanently disable your device. **Warning!** A system reset erases any user-entered information and clears all settings.

1. Turn the device over and carefully pull the battery insulation tab to remove it.
2. Press ⏻ to turn the device off.
3. Use a paper clip to gently press the reset button on the back of the device.

   RESET? Y/N appears on the screen.
4. Tap **Y** to reset the device.

✓ Automatic Shut off

When no key has been tapped for approximately one minute, the device automatically turns off the power to save battery life.
Press ⏻ to resume.

✓ Backlight

The backlight function is available in the RT-8214 only.
When the device is on, press and hold ⏻ to turn the backlight on. The backlight shuts off automatically after 20 seconds to save battery power.

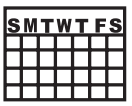
✓ Available Memory

Each time you tap **SAVE** to save a record, the available memory flashes so that you know the memory used in your device at all times.

Key Guide

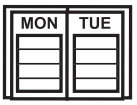
Program Keys

Goes to the Contacts File.



Goes to the Calendar.

Goes to the Calculator.



Goes to the Scheduler.

Goes to the To Do List.

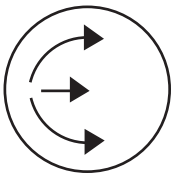
Function Keys

⏻	Turns the device on and off.
NEW	Starts a new record.
DEL	Deletes a record or disables a setting.
SPACE	Types a space.
EDIT	Edits selected data.
INS	Enables the insertion of one character at the cursor.
SAVE	Saves the current record.
MENU	Accesses the System Menu.

SYM Cycles through the available symbols. You can enter symbols by first tapping **SYM** and then the symbol you want. Tap **SYM** again to re-display the numbers.

◀ / ▶ Moves the cursor right or left. If tapped and held, scrolls.

▲ / ▼ Moves the cursor up or down.



(DIAL) Scrolls through records in viewing mode when turned up/down. Makes a selection in a menu when pushed in.

Using the Menus

Tap **MENU** to see the Main menu: *SYSTEM SETUP*, *BASIC PROGRAMS* and *EXTRA PROGRAMS*.

- Each of the menus has sub menus.
- ▶ marks the menu item ready for selection. Push the dial in to select it.
- Tap ▼ / ▲ or turn the dial up/down to move up/down a menu.
- Tap **SAVE** to save a setting or data in a program. You return to the menu in which the program is listed.
- Tap **MENU** to return to the Main menu.

Changing System Settings

There are six items on the *SYSTEM SETUP* menu: *KEYTONE ON/OFF*, *DISPLAY ADJUST*, *TIME FORMAT*, *DATE FORMAT*, *FILE LOCK#*, *LANGUAGE*.

- *DISPLAY ADJUST* enables you to adjust screen contrast.
- *FILE LOCK#*, enables you to lock your file.
- You can change the language of the screen prompts and menus. There are five languages to choose from: *ENGLISH?*, *ESPAÑOL?* (Spanish), *FRANÇAIS?* (French), *DEUTSCH?* (German) and *ITALIANO?* (Italian).
- The default settings are: keytone on, 12-hour clock, MM/DD/YYYY, English.
- You can change either a single setting or multiple settings at a time.
- Tap **SAVE** to save your settings. You return to the System Setup menu.
- Tap **MENU** to return to the Main menu without saving your changes.

Setting the Keytone

1. Select *KEYTONE ON/OFF* on the *SYSTEM SETUP* menu.
2. Tap **N** to turn the keytone off.
   Tap **Y** to leave the keytone on.

Changing Screen Contrast

1. Select *DISPLAY ADJUST* on the *SYSTEM SETUP* menu.
2. Tap ▶ to increase the contrast.
   Tap ◀ to decrease the contrast.

Setting the Time Format

1. Select *TIME FORMAT* on the *SYSTEM SETUP* menu.
2. Tap ▼ or turn the dial down once to move ▸ to *24 HR Y/N*.
3. Tap **Y** to change the date format to 24-hour.

Setting the Date Format

1. Select *DATE FORMAT* on the *SYSTEM SETUP* menu.
2. Tap ▼ or turn the dial down to move ▶ to *DD/MM/YYYY*.

   The current setting is displayed on the screen.
3. Tap **Y** to change the date format to *DD/MM/YYYY*.

Setting, Changing and Deleting a File Lock

A File Lock is a four-digit number you can use to lock individual records. It is not a password that you must enter each time you turn the device on. **Note:** When synchronizing records, you must delete your File Lock if you want your locked files to be synchronized.

Warning! Please write down your File Lock number and keep it in a safe location.

The File Lock you enter to lock your records must match the File lock you enter in the System Setup.

To Set a File Lock

1. Select *FILE LOCK #* on the *SYSTEM SETUP* menu.

   You see: *ENTER #*, *CHANGE #*, *DELETE #*.
2. Tap **Y** to select *ENTER #*.
3. Enter a four-digit File Lock and tap **SAVE**.

   You are prompted to confirm your lock.
4. Enter the four digits exactly as you did the first time and tap **SAVE** to save your File Lock.

To Change the File Lock

1. Select *FILE LOCK #* and then select *CHANGE #*.
2. Tap **Y** to change your existing File Lock.

   You are prompted to enter your existing File Lock.
3. Enter your current four-digit lock and tap **Y**.

   You must now enter your new File Lock and tap **SAVE** to save it.

Tap **MENU** to return to the main System Setup menu without changing the File Lock.

To Delete a File Lock

1. Select *FILE LOCK #* and then select *DELETE #*.
2. Tap **Y** to delete your existing File Lock.

   You are prompted to enter your existing File Lock.
3. Enter your current four-digit lock and tap **SAVE**.

   Your File Lock is deleted and you return to the System Setup menu.

Selecting a Language

1. Select *LANGUAGE* on the *SYSTEM SETUP* menu.
2. Tap ▼ or turn the dial down to move ▶ to the language you want.
3. Tap **Y** to select the new language as the system language.

Using Basic Programs

There are nine Basic Programs: *HOME TIME*, *WORLD TIME*, *DAILY ALARM*, *PC SYNC*, *CONTACT FILE*, *CALENDAR*, *SCHEDULE*, *TO DO LIST*, *CALCULATOR*.

You can access some of these programs via the program keys. Please see “Key Guide” for more information.

Note: For information on Contact File, Schedule and To Do List, please refer to “Using Organizer Programs”.

Setting Home Time

You can set the Home City, Date and Time. The default Home City is New York.

1. Select *HOME TIME* on the *BASIC PROGRAMS* menu.
2. Tap ◀/▶ to scroll through the available cities. When you see the one you want, tap **SAVE** to save it as your Home City.
3. Tap **EDIT**.

   To enter a city name, type a three-letter name.

4. Tap ▼ or turn the dial down once to go to the Date field and twice to go the Time field.
5. Enter the current date and the current time.

   Tap **A** or **P** for a.m. or p.m., if necessary.

   The day is updated automatically.
6. Tap ▼ and then tap **Y** to activate Daylight Savings Time.
7. Tap **SAVE** to save your settings.

Viewing World Time

You can set the date and time only in *HOME TIME*. You can view the time in different cities in *WORLD TIME*.

1. Select *WORLD TIME* on the *BASIC PROGRAMS* menu.
2. Tap ◀/▶ to scroll through the available cities and view the day/date/time information.

   The list of available cities appears below.

CITY	ABBREVIATION	CITY	ABBREVIATION
ADELAIDE	ADL	KARACHI	KHI
AMSTERDAM	AMS	LISBON	LIS
ANCHORAGE	ANC	LONDON	LON
AUCKLAND	AKL	LOS ANGELES	LAX
AZORES ISLANDS	AZO	MID ATLANTIC	MAT
BANGKOK	BKK	MIDWAY ISLANDS	MID
BARCELONA	BCN	MOSCOW	MOW
BEIJING	BEI	NEW YORK	NYC
BERLIN	BER	NOUMEA	NOU
CAIRO	CAI	PARIS	PAR
CARACAS	CCS	RIO DE JANEIRO	RIO
CHICAGO	CHI	RIYADH	RUH
DELHI	DEL	ROME	ROM
DENVER	DEN	SINGAPORE	SIN
DHAKA	DAC	SYDNEY	SYD
DUBAI	DXB	TEHRAN	THR
FERNANDO DE NOAH	FER	TOKYO	TYO
GUAM	GUM	TONGA	TNG
HELSINKI	HEL	TORONTO	YYZ
HONG KONG	HKG	WELLINGTON	WLG
HONOLULU	HNL	YANGON	RGN
KABUL	KBL		

Setting the Daily Alarm

You can set a daily alarm, change it, and turn it on and off.

1. Select *DAILY ALARM* on the *BASIC PROGRAMS* menu.

   ▶ is next to *TIME*.

2. Enter a time for the alarm.

   Tap **A** or **P** for a.m. or p.m., if necessary.

3. Tap ▼ or turn the dial down once to move ▶ to *TURN ON*.

4. Tap **Y** to turn the alarm on.

   Tap **N** to leave the alarm off.

5. Tap **SAVE** to save your settings.

   The *STATUS* field changes to indicate your settings.

Changing the Daily Alarm

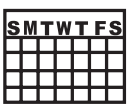
1. Select *DAILY ALARM* and tap **EDIT**.
2. Enter a new time for the alarm.
3. Tap **Y** in the *TURN ON* field to turn it on.

   Note: To turn the alarm off, tap **N** in the *TURN ON* field.
4. Tap **SAVE** to save your changes.

✓ Shutting Off the Alarm

When the alarm sounds, it will beep for 30 seconds. Tap any key to shut off the alarm. If no key is tapped, the device will automatically shut off after 60 seconds.

Using the Calendar

1. Tap 

until you see *CALENDAR* or select it on the *BASIC PROGRAMS* menu.

   The calendar appears for the current

month and the current day blinks.

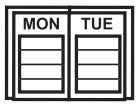
Note: This depends on your date settings in the System Setup menu.

Tap ▼/▲ to get to the same day in the next/previous week.

Tap ▶/◀ to get to the next/previous day in the same week.

Turn the dial up/down to go to the previous/next month.

When there is a scheduled appointment, a dot appears next to the date of the appointment.

2. Use the arrow keys to move the flashing cursor to the date with the scheduled appointment and press in the dial or tap 

to select it.

You can now view, edit or delete your schedule record.

If there is more than one event scheduled for the same day, the records will be sorted in order of their time sequence.

Using PC Sync

For information on the *Rolodex® Electronics Desktop Manager*, please refer to the README file on the CD and the online help in the program. Also see “Installing the Rolodex® Electronics Desktop Manager”.

Using the Calculator

1. Tap or select it on the *BASIC PROGRAMS* menu.
2. Type a number.

   You can type up to 10 digits.
3. Tap **+**, **—**, **x**, or **÷** to add, subtract, multiply, or divide, respectively.
4. Type another number.
5. Tap **=** to do the calculation.

   Or tap **%** to calculate the percentage.
6. Tap **CE** to clear the calculator.

   To recall the previous steps, turn the dial up or use ▲.

You can store a number in memory, recall it or clear the memory at any time. To add the

number on the screen to the number stored in memory, tap **M+**. To subtract the number on the screen from the number stored in memory, tap **M—**. To retrieve the number from memory, tap **MR**. To clear the memory, tap **AC**.

Using Organizer Programs

The organizer programs include Contact File, Schedule, To Do List, Internet Manager and Expense Manager. **Note:** *CONTACT FILE*, *SCHEDULE*, and *TO DO LIST* appear on the *BASIC PROGRAMS* menu. *INTERNET MGR* and *EXPENSE MGR* appear on the *EXTRA PROGRAMS* menu.

- The number and names of the fields differ by program. The maximum number of characters allowed differs by field.
- ▶ to the left of the screen indicates the active line.
- Arrows to the right of the screen indicate which arrow keys you can tap to move around the screen.